

**NAVAL SURFACE WARFARE CENTER  
CARDEROCK DIVISION  
WEST BETHESDA, MD AND PHILADELPHIA, PA**

**PERFORMANCE WORK STATEMENT  
FOR**

**SECTION C.9  
SECURITY OFFICE - SECURITY ASSISTANCE**

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**PERFORMANCE WORK STATEMENT  
FOR**

**SECTION C.9  
SECURITY OFFICE - SECURITY ASSISTANCE**

**SECTION C.9 SECURITY OFFICE – SECURITY ASSISTANCE**

**C.9.1 INTRODUCTION**

The Service Provider shall provide all personnel and material resources, other than that identified as Government furnished, necessary to support the Security Office responsibilities for NSWCCD Headquarters and NSWCCD SSES as specified herein. The Service Provider shall support the Security Office by providing:

- ? Access Badges to Customers
- ? Vehicle Registration and Decals
- ? Camera Passes
- ? Administrative Duties
- ? Database Management

**C.9.2 GENERAL INFORMATION AND REQUIREMENTS**

**C.9.2.1 MISSION STATEMENT**

To act as the technical experts in protecting the Division site assets, resources, personnel, and operations through a comprehensive program of security and law enforcement based on higher level directives and requirements imposed by Federal, State, local, and Navy laws and regulations.

**C.9.2.2 BACKGROUND**

The Security Office at both NSWCCD Headquarters and NSWCCD SSES consist of several branches. The functions described in this PWS, Security Assistance, fall under the branch of Physical Security. Security Assistance provides on-site support to the Security Offices in the areas of administrative assistance, access badges, registration of vehicles, administrative duties and database management. The Service Provider shall take direction from and report to the Physical Security Officer at both sites (Government Representative for these functions).

**C.9.2.2.1 NSWCCD SSES – Philadelphia Naval Business Center**

At NSWCCD SSES, a portion of the land, which was once part of the Navy base, is now owned by the city of Philadelphia. These areas of the base are referred to as the Philadelphia Naval Business Center (PNBC). This term will be used throughout this PWS to assist with identifying the customers/tenants associated with the workload described herein.

### **C.9.2.3 SERVICE PROVIDER RESPONSIBILITIES**

The Service Provider shall provide on-site personnel to complete the tasks specified in this PWS in support of NSWCCD Headquarters and NSWCCD SSES, Security Offices, in accordance with SECNAVINST 5510.36, SECNAVINST 5510.30A, OPNAVINST 5530.14C and CARDEROCKDIVINST 5500.4A as listed in Attachment C.9-6 Directives, Regulations and Publications. This entails providing personnel access control badges, assign vehicle parking decals, giving directions and instructions to facilitate entry to various Division buildings and providing administrative support and database management. The Service Provider shall maintain and update associated data bases and implement security control procedures in support of the Division and tenant activities.

### **C.9.2.4 HOURS OF OPERATION – NSWCCD HEADQUARTERS**

#### **C.9.2.4.1 Normal Work Hours**

NSWCCD Headquarters operates on a Monday through Friday, 0700 to 1530 schedule, excluding federal holidays. Normal Service Provider work hours shall ensure full coverage of NSWCCD core hours, with earlier starting or later ending times to be used to accommodate lunch periods and to compliment the schedules of the various functional customers to maximize service.

### **C.9.2.5 HOURS OF OPERATION – NSWCCD SSES**

#### **C.9.2.5.1 Normal Work Hours**

NSWCCD SSES operates on a Monday through Friday, 0700 to 1500 schedule, excluding federal holidays. Normal Service Provider work hours shall ensure full coverage of NSWCCD SSES core hours, with earlier starting or later ending times to be used to accommodate lunch periods and to compliment the schedules of the various functional customers to maximize service.

### **C.9.2.6 WORK HOUR CHANGES**

The Service Provider shall coordinate the actual operating hours of each functional area with the Government Representative and the customer departments. Once the various operating hours are established, the Service Provider shall not change the established work hours without Government Representative approval.

The Government Representative retains the right to change regular work hours. When directed by the Government Representative, the Service Provider shall perform work outside of normal work hours to support operations, to avoid disruption of government work areas or personnel and perform emergency work that shall continue without interruption until the emergency is corrected.

### **C.9.2.7 SITE LOCATIONS**

#### **C.9.2.7.1 NSWCCD Headquarters**

The Security Administrative Support functions are located at the Command Security Staff Office, Building 20.

#### **C.9.2.7.2 NSWCCD SSES**

The Security Administrative Support functions are located at the Command Security Staff Office, located in Building 29.

### **C.9.2.8 GOVERNMENT FURNISHED PROPERTY AND SERVICES**

#### **C.9.2.8.1 General**

The Government will furnish or make available to the Service Provider for use in the performance of the functions described herein, the Government Furnished Equipment, Materials and Supplies described as listed in the referenced attachments. Specific requirements regarding Government Furnished Property and Services are delineated in Section C.3, Government Furnished Facilities, Equipment, Materials and Supplies and Services.

#### **C.9.2.8.2 Government Furnished Equipment**

The Government will furnish the equipment listed in Attachment C.9-4 Government Furnished Equipment for carrying out the requirements of this section.

#### **C.9.2.8.3 Government Furnished Materials and Supplies**

Pursuant to Section C.3.7, the Government will furnish the materials and supplies needed to complete the tasks stated herein.

### **C.9.2.9 WORKLOAD**

Workload for the tasks described throughout Section 9 of this PWS is provided in Attachment C.9-2 Projected Workload and amplified within the text of this PWS.

### **C.9.2.10 PERFORMANCE REQUIREMENTS**

The Service Provider shall meet the Performance Requirements contained in Attachment C.9-5 Performance Requirements Summary .

### **C.9.2.11 REQUIRED REPORTS**

The Service Provider shall submit all of the deliverables and reports listed in Attachment C.9-9 Recurring Reports and Submittals.

### **C.9.2.12 DIRECTIVES, PUBLICATIONS, AND FORMS**

The Government will provide all publications and forms listed in Attachment C.9-6 Directives, Regulations and Publications at the start of the Contract. Any task set forth in any such reference which calls for the exercise of discretionary Government authority that cannot be delegated shall be subject to the final approval of the Government official having such authority. All publications and forms will be the most current issue. See Section C.14 for additional details regarding publications and directives.

### **C.9.2.13 SERVICE PROVIDER INTERFACES**

The Service Provider shall interface with the following personnel and agencies in order to carry out the Security Assistance duties and responsibilities: (See Attachment C.9-3 Departments, Activities and Tenants Supported for a complete listing of customers)

- ? All personnel at NSWCCD Headquarters and NSWCCD SSES
- ? Tenants at NSWCCD and the Philadelphia Naval Business Center (PNBC)
- ? Visiting personnel from all other agencies, both government and non-government
- ? High ranking military/civilian officials (VIPs)

### **C.9.3 DEFINITIONS, ABBREVIATIONS, AND ACRONYMS - SECURITY OFFICE**

Definitions, abbreviations and acronyms relevant to the Security Office functions described herein are provided in Attachment C.9-1 Definitions, Abbreviations and Acronyms. For all general definitions, abbreviations and acronyms, refer to Section C.2 of this PWS.

### **C.9.4 PERSONNEL REQUIREMENTS**

#### **C.9.4.1 GENERAL**

The Service Provider shall provide on-site personnel at both NSWC Carderock Division and NSWCCD SSES, with knowledge of security regulations and procedural requirements as governed by local and higher echelon directives, specifically SECNAVINST 5510.36, SECNAVINST 5510.30A, OPNAVINST 5530.14C and CARDEROCKINST 5500.4A. At a minimum, the Service Provider shall have one (1) year of experience utilizing Security directives, instructions, personnel lists and other references that equipped the provider with the skills to perform the following:

- ? Learn and understand the location of Division codes, functions, and key personnel enabling the Service Provider to locate and contact employees and provide directions to visitors and others.
- ? Handle large groups of visitors quickly and without confusion and to question them as to the purpose of the visit in order to provide direction on the proper point of contact to pursue.
- ? Utilize computers and computer software, specifically Microsoft Office 97. The Service Provider shall have computer skills to include keyboard navigation, database manipulation, saving, deleting and copying files, data entry and knowledge of email applications.

#### **C.9.4.2 ADMINISTRATION AND SUPERVISION**

The Service Provider shall provide personnel to supervise and administer the Visitor Control Program (VCP). This entails planning, assigning and reviewing work of the Visitor Control Center in conjunction with the Government Representative. The Service Provider shall ensure all badging equipment is operational. The Service Provider shall ensure a sufficient stock of decals, badging and administrative supplies are available at all times. The Service Provider shall track the number of passes, badges and decals issued for NSWCCD/NSWCCD SSES, tenant and Contractor personnel daily.

#### **C.9.4.3 CLEARANCE REQUIREMENTS**

##### **C.9.4.3.1 NSWCCD Headquarters, West Bethesda, MD**

Service Provider employees shall have a SECRET clearance to perform the tasks at the Command Security Staff Office. The positions require a SECRET security clearance because the employees work with classified material up to that level. (SECNAVINST 5510.36, para., 2-4.3 and SECNAVINST 5510.30A, para., 2-6.2).

See Section C.1 for details on security clearances.

##### **C.9.4.3.2 NSWCCD SSES Philadelphia, PA**

Service Provider employees are NOT required to have a security clearance though a background check shall be administered by the government in order to perform the tasks specified herein. See Section C.1 for details on security clearances.

## **C.9.5 SPECIFIC TASKS - NSWCCD HEADQUARTERS**

### **C.9.5.1 GENERAL**

The Service Provider shall have the primary responsibility to provide personnel access badges, to give directions and instructions to facilitate entry to NSWCCD and tenant activities' buildings/spaces, maintain/update associated databases and implement security control procedures, including changes in instructions/directives, in support of the NSWCCD Headquarters and tenant activities.

### **C.9.5.2 ACCESS BADGES**

#### **C.9.5.2.1 Access Eligibility**

The Service Provider shall accept and process requests (via fax or mail) from visitors and record visitor data prior to visitor arrival. Upon visitor arrival, the Service Provider shall retrieve the visitor information to assure visitor has access eligibility. Access eligibility shall be based on knowledge of local and higher echelon security directives listed in Attachment C.9-6 Directives, Regulations and Publications.

#### **C.9.5.2.2 Access Badges**

Upon access approval, the Service Provider shall issue permanent and extended-entry identification badges to all military and civilian personnel via use of the Electronic Badging and Access Control System (EBACS) or any other badging system subsequently implemented. Some common badges include but are not limited to:

- ? Government Identification Badges Issued - Optional Form-55 (OF-55)
- ? Contractor employee base identification
- ? Special Visitor Badge (Foreign National)

There are approximately 20 different types of badges within the Division. Samples of NSWC Division badges can be found in the TRL.

Badge issuance includes maintaining and updating all related computer database programs on a daily basis. Databases are cleaned and updated of old and/or retired files on a daily basis. A hardcopy set of files is kept for a period of time in accordance with various laws, rules and regulations.

The Service Provider shall maintain the EBACS, which entails maintaining a log for badges given/received, hardcopy filing, inventory control of badges, accountability log and recovery of non-returned materials. The Service Provider shall make the determination as to which badge will be required according to the information provided by the customer. If it is determined that the customer requires a picture badge, the Service Provider shall be required to capture photographic images. The Service Provider shall input appropriate data into the EBACS to include personal statistics, identification descriptors, access level/entry privileges and an electronic signature from the customer. The Service Provider shall then produce a photographic identification badge based on the images and data captured in the badging process. Samples of the types of badges at NSWCCD Headquarters can be found in the TRL.

##### **C.9.5.2.2.1 Badge Re-Issue**

The Service Provider shall replace customer badges as directed. All badges, approximately 5,000, must be replaced at least once every six (6) years in accordance with OPNAVINST 5530.14C. The Service Provider shall annotate the EBACS database to reflect loss of badge and issuance of a new badge, take the



customer's photograph, label, laminate and distribute the replacement badge to the customer for each occurrence.

### **C.9.5.3 VEHICLE REGISTRATION AND DECAL ISSUANCE**

#### **C.9.5.3.1 Vehicle Registration**

The Service Provider shall be responsible for maintaining the NSWCCD Headquarters vehicle registration program. The Service Provider shall receive and review all applications for vehicle registration for accuracy and validity against the required vehicle documents, driver's license, state vehicle registration certificate and insurance documents. The Service Provider shall enter the customer name and vehicle data into the Security Tools and Reporting System (STARS) database.

Vehicle registration and issuing decals includes maintaining and updating all related computer database programs on a daily basis. Databases are cleaned and updated of old and/or retired files on a daily basis. A hardcopy set of files is kept for a period of time in accordance with various laws, rules and regulations.

#### **C.9.5.3.2 Issuance of Decals**

The Service Provider shall provide base decals for all permanent employees and parking passes for extended-entry visitors that have properly registered their vehicles. In addition, the Service Provider shall extend or renew decals for special case scenarios approved by the Government Representative, as appropriate. This process may involve, but is not limited to, filing social security numbers and automobile information into the STARS database, as well as maintaining a hardcopy filing system for the issuance of decals. The Service Provider shall then issue a decal with appropriate decal number, place the decal number into the appropriate space under that vehicle along with the customer registration information and distribute the decal to the customer. Additionally, the Service Provider shall provide guidance to the customer as to the placement of the decal in accordance with the laws of their respective state of vehicle registration and NSWCCD regulations.

##### **C.9.5.3.2.1 Decal Disposal**

The Service Provider shall ensure that employees who will no longer be a part of NSWCCD remove the decal from their vehicle upon checkout with Security. The Service Provider shall update the vehicle registration system and maintain the associated paperwork to reflect this change. The decal shall then be destroyed and discarded.

### **C.9.5.4 CAMERA PASSES AND OTHER MEDIA EQUIPMENT**

The Service Provider shall receive requests for camera and media equipment passes via fax, mail, or in person. The Service Provider shall forward the request to the Security Manager for authorization. The Service Provider shall use the signed request to fill out, laminate and issue the pass to the customer. Camera pass procedures can be found in CARDEROCKINST 5500.4A.

### **C.9.5.5 ADMINISTRATIVE DUTIES**

#### **C.9.5.5.1 Daily Log**

The Service Provider shall maintain a daily log of all events related to security functions. This may include, but is not limited to, reporting the description and amount of Field Interview Cards (FIC) received from Security Officers, incident reports, decal issuance, visitor occurrences, telephone calls, customer service calls and automobile

registration as specified by the Government Representative.

#### **C.9.5.5.1.1 Incident Reports**

The Service Provider shall complete and enter all information from an incident report into the STARS database as required by the Government Representative. When given an incident report (police report) by a Police Officer, the Service Provider shall ensure the report contains all required information and then complete the narrative portion as required. If the incident report is found to be missing information (blank fields in the form that are not filled out), the Service Provider shall be required, but not limited to, research the incident and contact the officer/guard that prepared the report to retrieve the required information.

#### **C.9.5.5.1.2 Traffic Citations**

The Service Provider shall enter all information relating to traffic citations into the STARS system. All information shall be kept accurate and current.

#### **C.9.5.5.1.3 Field Interview Cards**

The Service Provider shall receive FICs from the Government Representative (Police Officers) and record and file them as needed. The Service Provider shall record the information from the FIC into the STARS database as required. This occurs on an average of five times a week. A sample of the Field Interview Card form can be found in the TRL.

#### **C.9.5.5.2 Back-up Receptionist Assignments**

The Service Provider shall assist and/or provide back-up for the receptionist as needed. These duties include, but are not limited to, greeting visitors, maintaining the sign-in logbook for visitors, answering the telephone, assigning temporary visitors badges and assisting visitors with questions and directions. Guidelines for the extent of these duties shall be discussed and decided under the authority of the Government Representative.

#### **C.9.5.5.3 NOT USED**

#### **C.9.5.5.4 Supply**

The Service Provider shall be required to order supplies utilizing the Integrated Logistics Support Management Information System (ILSMIS) on an as needed basis as directed by the Government Representative. Information on ILSMIS can be found in the TRL.

#### **C.9.5.5.5 Travel Program**

##### **C.9.5.5.5.1 General**

The Service Provider shall prepare travel orders and claim vouchers for all Security Office personnel pursuant to DoD, Navy and local directives. The Service Provider shall be capable of using Corporate Travel System (CTS), the NSWCCD travel system (or any future replacement system) to perform this function.

##### **C.9.5.5.5.2 Travel Order Requests**

The Service Provider shall process all approved travel order requests from Security personnel within one working day of receipt. Security Office personnel will submit to the Service Provider, via the Government Representative, a local NSWCCD form defining their respective official travel requirements. The Service Provider shall

obtain the necessary accounting data from the Government Representative and prepare the official orders for signature. The Service Provider shall submit the orders electronically for endorsement and forwarding for approval. The Service Provider shall not process any travel requests that have not been approved by the appropriate Government Representative.

#### C.9.5.5.3 Travel Arrangements

The Service Provider shall routinely coordinate with the NSWCCD Travel Office, the travel requirements (transportation, lodging, rental car, etc.) requested by the respective traveler and ensure that arrangements are provided to the traveler the same day received/notified by the NSWCCD Travel Office. The Service Provider shall proactively monitor pending arrangements to ensure that no arrangements are overlooked. On occasion (short notice, emergent requirements), the Service Provider shall make travel arrangements (normally lodging, rental car) for Security Office personnel in coordination with the NSWCCD Travel Office to expedite the process and minimize the impact on the traveler.

#### C.9.5.5.4 Travel Claim Vouchers

The Service Provider shall process all travel claim vouchers from Security Office personnel within one working day of receipt using CTS. Processing involves inputting data from receipts, printing completed vouchers, packaging the claim, obtaining the traveler's signature and forwarding the claim for payment.

#### C.9.5.5.5 Letters, Memorandums, Naval Messages and Inputting Time

The Service Provider shall type letters, memorandums and naval messages in support of the security specialists. Letters and memorandums must be in the approved Navy Correspondence Manual format since they are not only sent within the command but to upper echelon commands. Naval messages are required to be typed using the message software program and in the prescribed format for each type of message to be sent. Inputting time into the automated time system as a back-up to the security specialist is also required.

### **C.9.5.6 INFREQUENT TASKS**

The Service Provider shall have knowledge of the following systems (guidance can be found in the TRL):

#### C.9.5.6.1 Intrusion Detection System

The Service Provider shall have a working knowledge of the Intrusion Detection System for emergency situations. Information on this system can be found in the TRL.

#### C.9.5.6.2 Emergency Phones

The Service Provider shall be required to have knowledge of the emergency phones in case of an emergency at NSWCCD Headquarters. The emergency phones are provided and utilized by all departments within the Division to call the Security Office in an emergency situation. When receiving an emergency call, the Service Provider shall begin filling out an emergency form and immediately contact the Government Representative. The required procedures for an emergency situation can be found in the TRL.

#### C.9.5.6.3 Security Communication System

The Service Provider shall have a working knowledge of the NSWCCD Headquarters

Security System. The system may be used to dispatch an officer or to contact the Fire Department in case of emergency. Guidance for this system can be found in the TRL.

## **C.9.6 SPECIFIC TASKS – NSWCCD SSES**

### **C.9.6.1 GENERAL**

The Service Provider shall have the primary responsibility to provide personnel and vehicle access control, to give directions and instructions to facilitate entry to NSWCCD SSES and tenant activities, buildings and spaces, to maintain/update associated databases and to implement security control procedures, including changes in instructions/directives, in support of NSWCCD SSES.

### **C.9.6.2 ACCESS BADGES**

#### **C.9.6.2.1 Receiving and Determining Customer Access Eligibility**

The Service Provider shall receive visitors, process all incoming visit requests and determine access eligibility of prospective visitors. Access eligibility shall be based on knowledge of local and higher echelon security directives as provided in the TRL. Following eligibility determination, the Service Provider shall enter all personnel and security data into the station's Automated Access Control System (AACS) and the Automated Visitor Control System (AVCS). The Service Provider shall then file the visit request for one year or as required by the Government Representative and assist the visitor with any questions they may have regarding base security policy.

Badge issuance includes maintaining and updating all related computer database programs on a daily basis. Databases are cleaned and updated of old and/or retired files on a daily basis. A hardcopy set of files is kept for a period of time in accordance with various laws, rules and regulations.

#### **C.9.6.2.2 Access Badges**

The Service Provider shall issue all permanent and temporary badges with temporary vehicle passes to all military and civilian personnel via use of the Goddard Electronic Badging System or any other badging system subsequently implemented. Examples of these badges include but are not limited to:

- ? Government Identification Badges Issued - Optional Form-55 (OF-55)
- ? Contractor employee base identification
- ? Special Visitor Badge (Foreign National)

There are approximately 20 different types of badges within the Division. Samples can be found in the TRL. If it is determined that the customer requires a picture badge, the Service Provider shall be required to capture photographic images. The Service Provider shall input appropriate data to an associated electronic badging system to include personal statistics, identification descriptors and access level/entry privileges. The Service Provider shall then produce a photographic identification badge based on the images and data captured in the badging process. The Service Provider shall also be required to issue the Optional Form 55, US Government Identification card and the DD Form 489, Geneva Convention Card. All paperwork associated with this process shall be filed for one year or as required by the Government Representative.

#### **C.9.6.2.3 Badge Re-issue**

The Service Provider shall replace customer badges as necessary. The Service Provider shall receive a request (OF-55). The Service Provider shall ensure the OF-55

is signed by the customer's supervisor, annotate the OF-55 database to reflect loss of badge and issuance of a new badge, take the customer's photograph, sign, label, laminate and distribute the replacement badge to the customer for each occurrence.

### **C.9.6.3 VEHICLE REGISTRATION AND DECAL ISSUANCE**

#### **C.9.6.3.1 Registration**

The Service Provider shall be responsible for implementing the NSWCCD SSES vehicle registration program. The Service Provider shall review all applications for vehicle registration for accuracy of information. The Service Provider shall review the required vehicle documents (driver's license, state vehicle registration certificate and insurance documents). Once the Service Provider has verified the accuracy of the presented documents, they shall proceed with input of the data into PARK-IT, the vehicle registration database, and issue the appropriate vehicle identification medium.

Vehicle registration and issuing decals includes maintaining and updating all related computer database programs on a daily basis. Databases are cleaned and updated of old and/or retired files on a daily basis. A hardcopy set of files is kept for a period of time in accordance with various laws, rules and regulations.

#### **C.9.6.3.2 Issuance of Decals**

On a daily basis, the Service Provider shall provide base decals for all permanent employees and parking passes for temporary employees that have properly registered their vehicles. In addition, the Service Provider shall extend or renew decals for special case scenarios as appointed by the Government Representative. This process may involve, but is not limited to, filing social security numbers and automobile information into the STARS database in sequential order, as well as maintaining a hardcopy filing system for the issuance of decals. The Service Provider shall then issue a decal with appropriate decal number, place the decal number into the appropriate space under that vehicle and customer registration information and distribute the decal to the customer.

##### **C.9.6.3.2.1 Decal Disposal**

The Service Provider shall ensure that employees who will no longer be a part of NSWCCD remove the decal from their vehicle upon checkout with Security. The Service Provider shall update the vehicle registration system and maintain the associated paperwork to reflect this change. The decal shall then be destroyed and discarded.

### **C.9.6.4 CAMERA PASSES AND OTHER MEDIA EQUIPMENT**

The Service Provider shall receive requests for camera and media equipment passes via telephone, fax, email or in person. The Service Provider shall use the request to fill out the appropriate form, prepare, laminate and distribute the pass for the customer. Camera pass procedures can be found in CARDEROCKINST 5500.4.

### **C.9.6.5 ADMINISTRATIVE DUTIES**

#### **C.9.6.5.1 NOT USED**

#### **C.9.6.5.2 Advising Visitors on Security Policies**

The Service Provider shall advise visitors on station security regulations/policy in accordance with the Station Physical Security Manual upon arrival. This entails, but is not limited to, customer assistance with base directions, proper display of visitor

badges and visitor escort requirements.

## **ATTACHMENT C.9-1 DEFINITIONS, ABBREVIATIONS AND ACRONYMS**

# ATTACHMENT C.9-1

## Definitions, Abbreviations, and Acronyms

<b>Definitions</b>	
Foreign National	Not a U.S. Citizen, U.S. National or immigrant
Field Interview Card	Report used by Security personnel to describe a violation or incident of the laws, rules, and regulations set forth by NSWC.
PARK-IT	Vehicle registration computer application used at the Philadelphia site.
Visitor	Military or civilian personnel requiring access to NSWCCD-SSES spaces, who is not assigned or attached to the command.
<b>Abbreviations and Acronyms</b>	
AACS	Automated Access Control System
AVCS	Automated Visitor Control System
Badger	Goddard Badging system
DMV	Department of Motor Vehicles
EBACS	Electronic Badging and Access Control System
FIC	Field Interview Card
ID	Identification
ILSMIS	Integrated Logistics Support Management Information System
IRIMS	Incident Reporting Information Management System
OF-55	Optional Form 55 (Government Standard)
STARS	Standard Accounting and Reporting System
TRL	Technical Reference Library
VR	Visitor Request



**ATTACHMENT C.9-2 PROJECTED WORKLOAD**

**ATTACHMENT C.9-2**  
**Projected Workload - Security Assistance**

Security Office - NSWC West Bethesda, Maryland			
PWS PARA	TASK	UNIT/METRIC	ANNUALIZED
<b>C.9.5.2</b>	<b>Access Badges</b>		
C.9.5.2.1	Receive and Determine Customer Access Eligibility	Visitor/Requests	3931
C.9.5.2.2	Access Badges Issued	Badges issued	4590
C.9.5.2.2.1	Badge re-issue	Badges issued	208
<b>C.9.5.3</b>	<b>Vehicle Registration</b>		
C.9.5.3.1	Vehicle Registration	Vehicles Registered	614
C.9.5.3.2	DOD Decals Issued	Decals	867
<b>C.9.5.4</b>	<b>Camera Passes Issued</b>	Passes	222
<b>C.9.5.5</b>	<b>Administrative Duties</b>		
C.9.5.5.1	Maintain Daily Log of Security Related Events	Daily	250
C.9.5.5.1.1	Input Incident Reports	Reports	104
C.9.5.5.1.2	Input Traffic Citations	Citations	340
C.9.5.5.1.3	Input Field Interview Cards (FIC)	FICs Entered	260
C.9.5.5.2	Back-up Receptionist Assignments	Occurrence	156
C.9.5.5.4	Order supplies	Occurrence	38
C.9.5.5.5	Maintain travel card program for staff	# of staff	10
C.9.5.5.5.2	Process Travel order Requests	Travel Orders	24
C.9.5.5.5.3	Make Travel Arrangement	Travel Orders	24
C.9.5.5.5.4	ProcessTravel Claim Vouchers	Travel Claims	24
C.9.5.5.5.5	Type letters, memorandums and naval messages in support of the security specialists	Occurrence	109
C.9.5.6.1	Intrusion Detection System	Occurrence	1
C.9.5.6.2	Emergency Phones	Occurrence	2
C.9.5.6.3	Security Communication System	Occurrence	1
** Workload for NSWCCD Headquarters is projected to stay steady.			

**ATTACHMENT C.9-2**  
**Projected Workload - Security Assistance**

PWS PARA	TASK	UNIT/METRIC	ANNUALIZED
<b>Security Office - NSWCCD-SSES Philadelphia, Pennsylvania</b>			
PWS PARA	TASK	UNIT/METRIC	ANNUALIZED
<b>C.9.6.2</b>	<b>Access Badges - Badging</b>		
C.9.6.2.1	Receive and Determine Customer Access Eligibility	Visitor/Requests	2979
C.9.6.2.2	Badges for NSWCCD-SSES	Badges Issued	2979
C.9.6.2.3	Badge Re-issue	Badges Issued	87
<b>C.9.6.3</b>	<b>Vehicle Registration</b>		
C.9.6.3.1	Vehicle Registration	Vehicles Registered	520
C.9.6.3.2	DOD Decals Issued	Decals	390
<b>C.9.6.4</b>	<b>Camera Passes</b>	Passes	48
<b>C.9.6.5</b>	<b>Administrative Duties</b>		
C.9.6.5.2	Advising Visitors on Security Policies	Visitors	2979
** Workload for NSWCCD SSES is projected to stay steady.			

**ATTACHMENT C.9-3 DEPARTMENTS, ACTIVITIES AND TENANTS SUPPORTED**

**ATTACHMENT C.9-3**  
**Departments, Activities, and Tenants Supported**

<b>NSWCCD Headquarters</b>
National Naval Medical Center (NNMC) Bethesda
Defense Automated Printing Service (DAPS)
Travel Office - Personnel Support Detachment
US Navy Hydrodynamic/Hydroacoustic Technology Center
Ship Systems & Logistics Research & Development (Code 20)
Naval Sea Systems Command
Military District Washington
Hydromechanics (Code 50)
Ship Survivability, Structures & Materials (Code 60)
Ship Signatures (Code 70)
Ship Machinery In-Service Engineering (Code 90)
Ship Machinery Research & Development (Code 80)
Business Directorate (Code 30)
Commander & Director's Staff (Code 00 & 01)
Naval Submarine Training Center PAC
Naval Ship Systems Engineering Command
Public Works Center Detachment
Large Cavitation Channel
Southeast Alaska Acoustic Measurement Facility (SEAFAC)
Puget Sound Detachment
Bayview Detachment
Acoustics Trial Detachment
Engineering Field Activity Chesapeake
ROICC
SmartBase
Human Resources Service Center - Capital Region
United States Postal Service
US Naval Air Station Patuxent River
Combatant Craft Department
Various contractors (Vector Research, Booz Allen & Hamilton, etc.)
<b>NSWCCD SSES</b>
Naval Ship Systems Engineering Command
Public Works Center Detachment
Norfolk Naval Shipyard Detachment
Naval Facilities Command
Naval Criminal Investigative Service
Aegis Training Support Group
Fleet Industrial Support Command
Scheduled Airline Ticket Office
Naval Medical Clinic
Federal Employee Compensation Agency
Intrafleet Supply Operations Team
Naval Inactive Ship Maintenance Force

**ATTACHMENT C.9-4 GOVERNMENT FURNISHED EQUIPMENT**

**ATTACHMENT C.9-4**  
**Government Furnished Equipment**

NSWCCD Headquarters - West Bethesda, Maryland							
Location	Manufacturer	Description	Stock No.	QTY	Owned	Leased	Share w/Govt?
Bldg 20	Lexmark / IBM	Typewriter	11RAM65	1	X		Y
Bldg 20	Swintec	Typewriter	S-66306731	1	X		Y
Bldg 20	USI	Laminator	480	3	X		Y
Bldg 20	Polaroid	Camera	Unknown	1	X		Y
Bldg 20	Vivitar	Camera - Digital	1247	1	X		Y
Bldg 20	Xerox	Shredder	Unknown	1	X		Y
Bldg 20	Barracuda	Shredder	1570044	1	X		Y
Bldg 20	Lucent	Multi-Line Phone	Unknown	1	X		Y
Bldg 20	Lucent	Multi-line Telephone	MLX-100P	1	X		Y
Bldg 20	Xerox	Photocopier		1		X	Y
NSWCCD SSES - Philadelphia, Pennsylvania							
Location	Manufacturer	Description	Stock No.	QTY	Owned	Leased	Share w/Govt?
Bldg 29	Xerox	Photocopier		1		X	Y
Bldg 29	Denware 100	Electronic Writer	PWI-CD-27-10224	1	x		Y
Bldg 29	Hewlett Packard	Fax/Printer	MY91QC209F	1	x		Y
Bldg 29	AMC	Magnetic Cardswipe	676176-0795	1	x		Y
Bldg 29	USI	Laminator	5000/7000	2	x		Y

**ATTACHMENT C.9-5 PERFORMANCE REQUIREMENTS SUMMARY**



**ATTACHMENT C.9-5**  
**Performance Requirements Summary**

PWS Paragraph	Contract Requirement	Work Requirement	Standard	AQL	Weight of Line Item
<b>NSWCCD Headquarters</b>					
<b>C.9.5.2</b>	<b>Access Badges</b>				<b>30%</b>
C.9.5.2.1	Access Eligibility	Process all incoming visit requests and determine access eligibility.	quality	98	
			timeliness	99	
C.9.5.2.2	Access Badges	Issue all permanent and temporary identification badges.	quality	98	
			timeliness	99	
C.9.5.2.2.1	Badge Re-issue	Replace customer badges as necessary.	quality	98	
			timeliness	99	
<b>C.9.5.3</b>	<b>Vehicle Registration and Decal Issuance</b>				<b>10%</b>
C.9.5.3.1	Vehicle Registration	Maintain the NSW vehicle registration program.	quality	99	
			timeliness	99	
C.9.5.3.2	Issuance of Decals	Provide base decals for all permanent employees and parking passes for temporary employees; retireve/dispose of decals for employees checking out.	quality	99	
			timeliness	99	
<b>C.9.5.4</b>	<b>Camera Passes and other Media Equipment</b>	Receive request for camera and media equipment passes via telephone, fax, e-mail or in person	quality	96	<b>10%</b>
			timeliness	96	
<b>C.9.5.5</b>	<b>Administrative Duties</b>				<b>30%</b>
C.9.5.5.1	Daily Log	Maintain a daily log of all events related to security functions	quality	94	
			timeliness	94	
C.9.5.5.1.1	Incident Reports	Research, complete, and enter all the information of an incident report as needed	quality	97	
			timeliness	95	

**ATTACHMENT C.9-5**  
**Performance Requirements Summary**

PWS Paragraph	Contract Requirement	Work Requirement	Standard	AQL	Weight of Line Item
C.9.5.5.1.2	Traffic Citations	Enter all information relating to traffic citations into the STARS system.	quality	97	
			timeliness	95	
C.9.5.5.1.3	Field Interview Cards	Receive field interview Cards from the Government Representative, record and file them upon occurrence	quality	97	
			timeliness	95	
C.9.5.5.2	Back-up Receptionist Assignments	Assist and / or provide back-up for the receptionist duties as needed	quality	95	
			timeliness	95	
C.9.5.5.3	NOT USED				
C.9.5.5.4	Supply	Order supplies utilizing the Integrated Logistics Support Management Information System (ILSMIS) as needed	quality	95	
			timeliness	90	
C.9.5.5.5	Travel Program	Process travel requests and orders, make travel arrangements, and process claims for reimbursement for security personnel	quality	98	
			timeliness	98	
C.9.5.6	Infrequent Tasks				20%
C.9.5.6.1	Intrusion Detection System	Knowledge of the Intrusion Detection System.	quality	85	
			timeliness	99	
C.9.5.6.2	Emergency Phones	Knowledge of all emergency phones.	quality	85	
			timeliness	99	
C.9.5.6.3	Security Communication System	Working knowledge of the system.	quality	85	
			timeliness	99	

**ATTACHMENT C.9-5**  
**Performance Requirements Summary**

PWS Paragraph	Contract Requirement	Work Requirement	Standard	AQL	Weight of Line Item
<b>NSWCCD SSES</b>					
<b>C.9.5.2</b>	<b>Access Badges</b>				<b>75%</b>
C.9.6.2.1	Receiving and Determining Customer Access Eligibility.	Process all incoming visit requests and determine access eligibility.	quality	98	
			timeliness	99	
C.9.6.2.2	Access Badges	Issue all permanent and temporary identification badges.	quality	98	
			timeliness	99	
C.9.6.2.3	Badge Re-issue	Replace customer badges as necessary.	quality	98	
			timeliness	99	
<b>C.9.6.3</b>	<b>Vehicle Registration</b>				<b>20%</b>
C.9.6.3.1	Registration	Implement the NSWCCD-SSES vehicle registration program as needed	quality	99	
			timeliness	99	
C.9.6.3.2	Issuance of Decals	Provide base decals for all permanent employees and parking passes for temporary employees as needed	quality	99	
			timeliness	99	
<b>C.9.6.4</b>	<b>Camera Passes and other Media Equipment</b>	Receive request for camera and media equipment passes via telephone, fax, e-mail or in person.	quality	96	<b>5%</b>
			timeliness	96	
C.9.6.5.2	Advising Visitors on Security Policies	Advise visitors on station security regulations/policy.	quality	97%	
			timeliness	95%	

## **ATTACHMENT C.9-6 DIRECTIVES, REGULATIONS AND PUBLICATIONS**

**ATTACHMENT C.9-6**  
**Directives, Publications, and Forms**

Publication or Instruction Number	Publication or Instruction Title	Mandatory / Advisory
SECNAVINST 5216.5C	Navy Correspondence Manual	M
SECNAVINST 5510.30A	Navy Personnel Security Program (PSP) Regulation	M
OPNAVINST 5530.14C	Navy Physical Security	M
OPNAVINST 5100.12F	Issuance of Navy Traffic Safety Program	M
Security Department	Standard Operating Procedures (SOP)	A
OPNAVINST 5560.10B	Standard Procedures for Registration and Marking of Non-Government Owned Motor Vehicle	M
OPNAVINST 5580.1	Navy Law Enforcement Manual	M
CARDEROCKDIVINST 5560.1	Site Vehicle Control and Traffic Enforcement Plan	M
CARDEROCKDIVINST 5500.4A	Carderock Division- NSWC Security Manual	M
OCPM 12594.3E	Uniforms for Civilian Personnel	M
DODINST 6055.4	Traffic Safety Program	M
OPNAVINST 5510.30A	DON Personnel Security Program	M
<b>Forms</b>		
Form Number	Form Title	
OF-55	Optional Form	

## **ATTACHMENT C.9-7 INFORMATION SYSTEMS**

**ATTACHMENT C.9-7  
Mandated Systems**

Building	System	Description
<b>NSWCCD Headquarters</b>		
Bldg 20	Standard Accounting and Reporting System (STARS)	General visitor control data / Vehicle Registration
Bldg 20	SPOCK	Security clearance
Bldg 20	Integrated Logistics Support Management Information System (ILSMIS)	Supply
Bldg 20	Corporate Travel System (CTS)	Travel
Bldg 20	Electronic Badging and Access Control System (EBACS)	Badging
Bldg 20	Microsoft Office 97	General administrative / Monthly reports
Bldg 20	Microsoft Outlook	e-mail
<b>NSWCCD SSES</b>		
Bldg 29	Automated Visitor Control System (AVCS)	Visitor control
Bldg 29	PARK-IT	Vehicle registration / Decal system
Bldg 29	Standard Accounting and Reporting System (STARS)	General visitor control data / Vehicle Registration
Bldg 29	Goddard Badging System	Badging
Bldg 29	Automated Access Control System (AACS)	Clearance/Access
Bldg 29	Microsoft Office 97	General administrative/Monthly reports
Bldg 29	Microsoft Outlook	e-mail

**ATTACHMENT C.9-8 NOT USED**



**ATTACHMENT C.9-9 RECURRING REPORTS AND SUBMITTALS**

**ATTACHMENT C.9-9**  
**Recurring Reports and Submittals**

[illegible]